




The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of January, 2017, were approved by the Mason Transit Authority Board, by motion, on this 21th day of February, 2017.



Terri Jeffreys, Chair



John Campbell, Vice-Chair



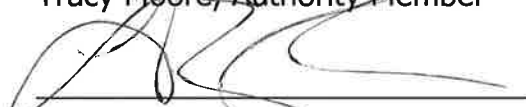
Wes Martin, Authority Member



Tracy Moore, Authority Member



Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Ginger Seslar, Authority Member



Kevin Shutty, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 

**Mason Transit Authority
Minutes of the Regular Board Meeting
January 17, 2017
MTA Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Terri Jeffreys, Chair; John Campbell, Vice Chair; Tracy Moore, Randy Neatherlin, Deb Petersen, Don Pogreba, Ginger Seslar and new Authority Board member Kevin Shutty. - **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin was absent (arrived at 4:11 pm).

Authority Non-voting Board Member Not Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was absent.

Others Present: Tracy Becht, Clerk of the Board; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager and Kathy Geist, T-CC Manager. Also present were Haley Wooten, John Piety, Ernie Corona and Jennifer Williamson-Forster.

INTRODUCTION OF NEW BOARD MEMBER: Board Chair, Terri Jeffreys, introduced and welcomed new Board member Kevin Shutty, recently elected Mason County Commissioner.

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the January 17, 2017 Mason Transit Authority (MTA) regular board meeting be accepted. **Shutty/Pogreba. Motion carried.**

RECOGNITION — Jennifer Williamson-Forster, Co-Chair of the Early Learning Coalition of Mason County and Executive Director of the South Sound Reading Foundation. Jennifer expressed her thanks on behalf of the Early Learning Coalition of Mason County for the opportunity to use the T-CC gym to hold the Early Learning Fun Fair on Saturday, November 5, in which 155 children and families engaged in 18 STEM and early learning interactive activities.

PUBLIC COMMENT – None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA regular Board meeting of December 20, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of December, 2016 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of checks for the period December 17, 2016 through January 13, 2017, financial obligations on checks #29239 through #29370, as presented for a total of \$1,000,443.06.

Campbell/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS (NONE)

(Board member Wes Martin arrived at 4:11 p.m.)

NEW BUSINESS

1. **Lewis-Mason-Thurston Area Agency on Aging Contract (Volunteer Driver Program)** – LeeAnn McNulty, Finance Manager, explained that this contract is being renewed for a one-year period and relates to the Volunteer Driver Program. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 14-1120-0041-06(5) for the provision of volunteer transportation services. **Campbell/Seslar. Motion carried.**
2. **Attendance Policy** – Board member Randy Neatherlin requested that Operations Manager, Mike Ringgenberg, describe to the Board the number of unexcused absences currently held by some employees in the Operations team. Rikki Johnson and Danette Brannin, Human Resources Manager and General Manager, respectively, informed the Board that this policy had been vetted out several times among the Managers and then with the Policy Committee. The policy was developed to encourage conversation early on relating to absenteeism in the event FMLA or other action may be appropriate, as well as cure chronic unexcused absenteeism. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-01 that approves and establishes POL-306 Attendance Policy. **Martin/Pogreba. Motion carried.**
3. **Shared Leave Policy** – Rikki Johnson, Human Resources Manager, described to the Board that this policy was being returned back to its original form as employees wanted to know who was receiving the donated time, rather than simply having it placed into a bank without knowing who received the donated time. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-02 that approves and establishes POL-200 Shared Leave Policy. **Petersen/Moore. Motion carried.**

INFORMATIONAL UPDATES – Mike Oliver provided an update concerning the park and ride properties. Kathy Geist provided additional T-CC information regarding the number of people using the facilities (gym and conference room), as well as the razing of the Radich Building after several different attempts to make the vision of the building into a public restroom for the downtown area.

GENERAL MANAGER'S REPORT – General Manager Danette Brannin spoke on the following topics:

- (1) She posed the question to the Board as to what information would the Board like to receive from the management team? Board member John Campbell asked for information

as to how we are serving the public. Board Chair, Terri Jeffreys, requested more ridership reports, such as the cost per mile.

- (2) She extended an invitation to the Board members that may wish to attend the All MTA meeting to be held on January 29. She requested that if anyone wished to attend, to contact the Clerk of the Board.
- (3) She will be setting up some new committees and would like to have any interested Board members be a part of those committees. Boardmembers Deborah Petersen, Randy Neatherlin and John Campbell each expressed interest in being a part of those committees.
- (4) She attended the WSTIP Executive Committee meeting and participated in discussions regarding autonomous buses, Uber, the new United States administration and how it will affect transit, demands for efficiency and safety, recruitment and unfunded mandates.

COMMENTS BY BOARD MEMBERS – Board member Randy Neatherlin complimented the Policy Committee on how well they do their work on developing their policies and that they are impressive to watch. Additionally, he indicated that when he drove by the temporary parking lot during the earlier inclement weather, he observed that the parking lot was full. It may have been weather related, but he was glad to see it being used.

Vice Chair John Campbell mentioned that maybe the Board could be provided with statistics concerning use of the parking lot.

Ms. Brannin thanked the County Commissioners for their support in sending letters to the 35th Delegation regarding traffic control on State Rt 3 in Belfair near where the permanent Park & Ride will potentially be located.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURN 5:05 p.m.

UPCOMING MEETINGS

Mason Transit Authority
Regular Board Meeting
Tuesday, February 21, 2017 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton